

 Use the plus/minus icon to open and select 'budget'

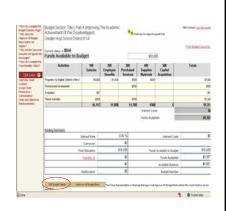


1



## Budget

 Select edit budget details icon at the bottom of the page



2



## **Budget**

- Click the Add: New item icon under each section to enter data
- Each time you select this icon, another line will be added



3



## **Budget**

- Use the drop down box to select the Program Activity Area
- Tab over and Type in your Activity Description and then the amount
- If you need to delete an entry, use the icon at the far left



4

